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State of Louisiana
Division of Administration
Office of Technology Services

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LaGov Memorandum 15-006

To: Human Resource Directors
Employee Administrators

Subject: Retroactive Processing

As of 01/20/2015, the HCM system will no longer automatically calculate retroactive pay and/or benefits for changes made to an employee's record that are prior to calendar year 2012 (pay period beginning 12/26/2011). If retroactive payroll processing is needed for 2001 – 2011, the HCM Help Desk must be contacted.

Users will be allowed to update and save changes with an effective date prior to 12/26/2011 on some infotypes. However, these changes will not impact payroll without manual intervention. When making changes to an employee's record with a date prior to 12/26/2011, you will receive either the warning message **"Change too far in past. Retroaccounting only to 12/26/2011"** or the hard error message **"Change too far in payroll past (12/26/2011)."**

If you receive either of these messages and the change requires the employee's pay or benefits for 2001 - 2011 to be re-calculated, you must contact the HCM Help Desk before payroll runs (Ex: Medicare, retirement changes etc). If the change is for informational purposes only and no retroactive payroll processing is needed, then no additional action is required by the user and it is not necessary to contact the Help Desk (Ex: changing the pay reason on Infotype 8).

Please distribute this information to all HCM users within your organization. If you have any other questions, please contact the HCM help desk at (225) 342-2677 or submit a LaGov Help Desk Ticket.

SC/sj

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